

.newsletter.



DIVISION OF CLINICAL AND ABNORMAL PSYCHOLOGY
OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

November 1947

Vol. 1, No. 2.

P E R M A N E N T B Y - L A W S O F T H E
D I V I S I O N O F C L I N I C A L
A N D
A B N O R M A L P S Y C H O L O G Y
A M E R I C A N P S Y C H O L O G I C A L A S S O C I A T I O N

Until the Business Meeting in September 1947 the By-Laws of the Division of Clinical and Abnormal Psychology had been adopted for only one year's duration. The By-Laws below were adopted as permanent By-Laws at the Business Meeting of September 1947.

The membership is requested to save this copy of the By-Laws so that in the future only changes in By-Laws will have to be mailed out for insertion and no money need be spent on mimeographing new By-Laws.

B Y - L A W S

Article I

Name and Purpose

1. The name of this organization shall be the Division of Clinical and Abnormal Psychology of the American Psychological Association.
2. The purposes of this Division shall be to advance scientific inquiry and professional practice in clinical and abnormal psychology as a means of furthering human knowledge and welfare.

Article II

Membership

1. The Division shall consist of three classes of members: Fellows, Associates, and Life Members. All members of the Division shall be members of the American Psychological Association, and shall be persons who are, at the time of their application, actively engaged in practice, research, teaching, or study in the fields of clinical or abnormal psychology. All classes of members shall be entitled to all the rights and privileges of the Division, except as otherwise specified in these By-Laws.

2. The minimum qualifications of a Fellow are:

(a) the requirements of a Fellow of the American Psychological Association, and

(b) for designation as "Fellow in Clinical Psychology," satisfactory evidence of not less than four years of successful full-time clinical practice, or its accumulated equivalent, yielding the presumption of professional competence in clinical psychology.

(c) for designation as "Fellow in Abnormal Psychology," either acceptable published research in abnormal psychology beyond the doctoral degree, or four years of acceptable professional experience in abnormal psychology subsequent to the granting of the doctoral degree.

3. The minimum qualifications of an Associate are:

(a) the requirements of an Associate of the American Psychological Association, and

(b) satisfactory evidence of not less than two years of successful full-time clinical experience, or its accumulated equivalent, such as to yield a presumption of reasonable competence in clinical psychology, or

(c) satisfactory evidence of two years of experience in professional work that is psychological in character in the field of abnormal psychology.

4. Life Members shall be members of the Division who qualify as Life Members of the American Psychological Association.

5. Election to membership and transfer from one class of membership to another shall be accomplished as follows:

(a) Applications shall be made to the Secretary-Treasurer's Office of the Division on a form and by such a date as shall be prescribed by the Executive Committee in coordination with the Association. Each applicant shall submit formal endorsements made by two members of the Division.

(b) The Committee on Membership shall examine all applications and endorsements and shall submit recommendations to the Executive Committee.

(c) Members shall be elected by a majority vote of the members present and voting at the annual business meeting, on nomination of the Executive Committee. The election of members shall not be final until they have been elected to a like class of membership in the American Psychological Association.

(d) In accordance with the By-Laws of the American Psychological Association, persons elected as Fellows by the Division shall be recommended to the Association for designation as Fellow in Clinical Psychology, or Fellow in Abnormal Psychology, or both.

(e) The Secretary-Treasurer of the Division, directly or through the Central Office of the American Psychological Association, shall notify new members of their election immediately after the annual meeting. Such election shall not be effective unless initial dues are paid within two months after notification.

(f) The qualifications for election as Fellow or Associate may be waived in exceptional instances upon recommendation of the Executive Committee which shall state the reasons, and upon election by a two-thirds vote of the members present and voting at an annual meeting, provided that the requirements in no case shall be lower than those of the American Psychological Association.

(g) Change in the occupational status of a member shall not constitute cause for revocation of membership or reduction in class of membership except by recommendation of the Executive Committee for extraordinary reasons, after the affected member has been given an opportunity to resign or to defend his case in writing and in person before the Executive Committee as he may choose, and upon approval by a two-thirds vote by secret ballot of the members present and voting at an annual meeting.

6. There shall be a class of Affiliates of the Division who are not members of the Division and who may not vote or hold office. Affiliates may participate in the scientific and professional meetings of the Division, and may receive the printed matter and publications to which they may be entitled by the payment of subscriptions. Affiliates may have any of the following qualifications:

(a) Student Affiliates of the American Psychological Association who have completed not less than one year of graduate study in clinical psychology, or

(b) Other persons who have had not less than one year of graduate study in clinical psychology and who are engaged in further study, internship or experience in preparation for fulfilling the qualifications for membership, or

(c) Members of other Divisions of the American Psychological Association who do not fulfill the requirements for election to the Division of Clinical and Abnormal Psychology, but who are interested in clinical or abnormal psychology, or

(d) Persons having appropriate training and experience in fields allied to clinical or abnormal psychology, and who desire such affiliation.

7. Affiliates shall be designated by majority vote of the Executive Committee, upon recommendation of the Committee on Membership, following application to the Secretary-Treasurer and endorsements by one member of the Division. An affiliation may be terminated by a majority vote of the Executive Committee if the Affiliate no longer qualifies under the provisions of Section 6 of this Article.

8. Any Member or Affiliate who is in arrears in the payment of dues for a period of two years shall be presumed to have resigned from the Division.

9. Any Member or Affiliate may be expelled from the Division for cause by a two-thirds vote, taken by secret ballot, of the members present and voting at an annual meeting. Such vote shall be taken only upon the recommendation of a special committee of three members appointed by the Executive Committee to investigate the particular case, or upon recommendation of the Committee on Scientific and Professional Ethics of the American Psychological Association, only (a) after the committee has accumulated the relevant facts and has given the accused an opportunity to answer the charges against him both in writing and by appearing in person before the committee, and (b) after the committee's recommendations have been reviewed and approved by a majority vote of the Executive Committee, taken by secret ballot.

Article III

Officers

1. The officers of the Division shall be a Divisional President, a Divisional President-Elect, a Secretary-Treasurer, and two or more Divisional Represent-

tatives to the Council of Representatives, as provided by Article IV of the By-Laws of the American Psychological Association. All officers, except the Divisional President, shall take office at the close of the annual meeting next following their election, and shall serve until their successors are elected and qualify.

2. The Divisional President shall be the Fellow who has just completed his term as Divisional President-Elect. He shall succeed to office by declaration at the close of the annual meeting one year after the announcement of his election as President-Elect, and shall serve for one year. The Divisional President shall preside at all meetings, shall be Chairman of the Executive Committee with right to vote, and shall perform all other usual duties of a presiding officer. He shall exercise initiative in promoting the best interests of the Division, and in cooperation with the Secretary-Treasurer shall prepare the agenda for the business meetings of the Division and of the Executive Committee.

3. The Divisional President-Elect shall be a Fellow of the Division elected for a term of one year. During his term he shall be a member of the Executive Committee with right to vote, shall serve as Chairman of the Program Committee, and shall perform the usual duties of a vice-president. In the event that the Divisional President shall not serve his full term for any reason, the Divisional President-Elect shall succeed to the unexpired remainder thereof and continue through his own term. In the event that the Divisional President-Elect shall not serve his full term, both a Divisional President and a Divisional President-Elect shall be nominated and elected at the next annual election.

4. The Secretary-Treasurer shall be a member of the Division elected for a term of three years, and shall not succeed himself more than once in this office. During his term he shall be a member and Secretary of the Executive Committee with right to vote, shall safeguard all records of the Division, shall keep minutes of the meetings of the Division and of the Executive Committee, shall assist the Divisional President in preparing the agenda for business meetings of the Division and of the Executive Committee, shall maintain coordination with the Central Office of the American Psychological Association, shall issue calls and notices of meetings directly or through the Central Office, and shall perform all usual duties of a secretary. The Secretary-Treasurer shall have custody of all funds and property of the Division, shall receive all money due the Division, shall make disbursements as provided by Article VIII of these By-Laws, shall keep adequate accounts, shall make an annual financial report to the business meeting of the Division, and in general shall perform the usual duties of a treasurer.

5. The Divisional Representatives shall perform the duties specified by Article III of the By-Laws of the American Psychological Association, and shall serve as members of the Executive Committee of the Division.

6. In the case of the death, incapacity, or resignation of any officer, except the Divisional President, the Executive Committee shall by majority vote elect a successor to serve until the next annual election.

Article IV

Executive Committee

1. There shall be an Executive Committee of the Division consisting of the Divisional President, the Divisional President-Elect, and the Secretary-Treasurer, ex-officio; the Divisional Representatives; and two members-at-large.

2. The members-at-large shall be members of the Division and shall be elected for a term of two years, one being elected each year. Members-at-large may serve no more than two consecutive terms. (At the first election following the adoption of these By-Laws, one member-at-large shall be elected for one year and one for two years.)

3. The Executive Committee shall:

(a) Exercise general supervision over the affairs of the Division, and transact the necessary business of the Division in the interval between the annual meetings of the members, provided, however, that the actions of the Executive Committee shall not conflict with these By-Laws or with the recorded votes of the membership, and shall be subject to the review of the members in annual meeting.

(b) Report its activities to the annual meeting of the members, and recommend matters for the consideration of the membership.

(c) Fill vacancies in any office of the Division, except that of Divisional President, until the next election.

(d) Appoint committees of the Division in accordance with these By-Laws.

(e) Advise the officers of the Division in the performance of their duties.

(f) Advise the Divisional Representatives in matters concerning the relationships between the Division and the American Psychological Association.

(g) Nominate new members for election by the members in annual meeting, and designate Affiliates on recommendation of the Committee on Membership.

(h) Prepare a budget for presentation to the annual meeting of the Division.

(i) Recommend or approve the disbursement of funds of the Division in accordance with Article VIII of these By-Laws.

4. The Executive Committee shall meet at least once each year immediately preceding the annual meeting of the Division, and may meet at other times on the call of the Divisional President or the Secretary-Treasurer. The Divisional President shall preside over meetings of the Executive Committee, and the Secretary-Treasurer shall act as secretary. A majority of the members of the Executive Committee shall constitute a quorum, following due notice of the meeting. Each member present shall have one vote, and no member may vote by proxy. During the intervals between meetings, actions of the Executive Committee may be taken by mail ballot which shall be mailed, counted, recorded, and reported by the Secretary-Treasurer.

(Note concerning nominations and elections: Article V, below, has been drafted as a clear statement of principles, without specifying details such as who shall mail ballots, at what date ballots shall be mailed, etc. These details are given in the A.P.A. By-Laws, and may be changed by the A.P.A. as a whole. The adoption of a broad statement by the Division allows details of A.P.A. practices to be changed, without requiring that the Divisional By-Laws be amended each time.)

Article V

Nominations and Elections

1. General. The Committee on Nominations and Elections shall be responsible for the procedures required for the nomination and election of officers, representatives, and members-at-large of the Executive Committee, of the Division. In discharging its responsibilities, the Committee may distribute ballots directly, through the Secretary-Treasurer of the Division, or through the Central Office or

the Election Committee of the American Psychological Association. All aspects of nomination and election shall conform to the provisions of the By-Laws of the Association, and shall be completed by the dates specified by the Association.

2. Nominations.

(a) The Committee on Nominations and Elections shall nominate 2 persons for Divisional President-elect, and for Divisional President when that office is to be filled. It shall nominate 1 or 2 persons for each other office as there are positions to be filled.

(b) It shall distribute a preferential nominating ballot to all members. This ballot shall provide spaces for 3 names to be written in order of preference for each position to be filled. After counting the ballots it shall designate the 2 highest nominees for President-elect, and for President when the office is to be filled; and 2 persons for each other office as there are positions to be filled. Nominees for Divisional Representative shall also be eligible for nomination as Divisional President, Divisional President-elect, or Secretary-Treasurer, but in no other instance shall a person be nominated for more than one office. The Committee shall ascertain the willingness of each nominee to serve if elected.

3. Elections. The officers and representatives of the Division, and the members-at-large of the Executive Committee shall be elected by a preferential vote of the members, on a mail ballot. The Committee on Nominations and Elections shall be responsible for seeing that the following steps are accomplished: the mailing of ballots, the preferential count of votes, the notification of the Executive Committee of the results of the election, the notification of the members who are elected, and the reporting of the election to the annual business meeting of the Division.

Article VI

Meetings

1. The Division shall hold an annual scientific and professional meeting at the time and place of the annual convention of the American Psychological Association, for the presentation of scientific papers and the discussion of professional matters in the field of the Division's interests. The Division shall coordinate its program with, and shall participate in, the program of the Association.

2. The annual business meeting of the Division shall be held during the time and in the locality of the annual convention of the American Psychological Association. A Quorum shall consist of 5% of the qualified members of the Division. Each member shall have one vote, and no member shall vote by proxy.

Article VII

Committees

1. The Committees of the Division shall consist of such standing committees as are provided by these By-Laws and of such special committees as may be established by the Executive Committee. In accordance with Article XIII, Section 2, of the By-Laws of the American Psychological Association, the formation of new committees by the Division shall be subject to the approval of the Committee on Committees of the Association.

2. All committees shall be appointed annually by the Executive Committee on recommendation of the Divisional President, except as otherwise provided in these By-Laws, and shall serve until their successors are appointed and qualify.

3. The Committee on Membership shall consist of three members: a member of the Executive Committee who shall serve as chairman, and two other members one of whom shall be appointed each year to serve for a term of two years. The Secretary-Treasurer shall be a member ex-officio without vote. The Committee shall receive applications and endorsements for membership or affiliation through the Secretary-Treasurer, shall examine the credentials of applicants, and shall render a report to the Executive Committee as provided by Article II, Sections 5 and 7, of these By-Laws.

4. The Program Committee shall consist of three members: the Divisional President-Elect who shall serve as chairman, and two other members one of whom shall be appointed each year to serve for a term of two years. The Secretary-Treasurer shall be a member ex-officio without vote. It shall be the duty of the Program Committee to solicit, evaluate, and select scientific and professional contributions to the annual meeting program, in coordination with the Convention Program Committee of the Association.

5. The Committee on Nominations and Elections shall consist of five members, the most recently retired Divisional President who shall serve as chairman, two members of the Executive Committee, and two other members. This Committee shall perform the duties with respect to nominations and elections as provided in Article V of these By-Laws.

6. The Auditing Committee shall consist of two members, one of whom shall be designated as chairman, and neither of whom shall be a member of the Executive Committee. It shall be the duty of this committee to examine the financial records of the Secretary-Treasurer, and to make a report of its audit to the annual meeting.

Article VIII

Finances

1. The minimum membership dues are one dollar a year for each member, paid to the Division by the American Psychological Association out of the member's annual subscription to the Association.

2. The assessment of any additional or special dues shall be decided by a majority vote of those present and voting at the annual meeting, or by a mail ballot of the members taken upon recommendation of the Executive Committee.

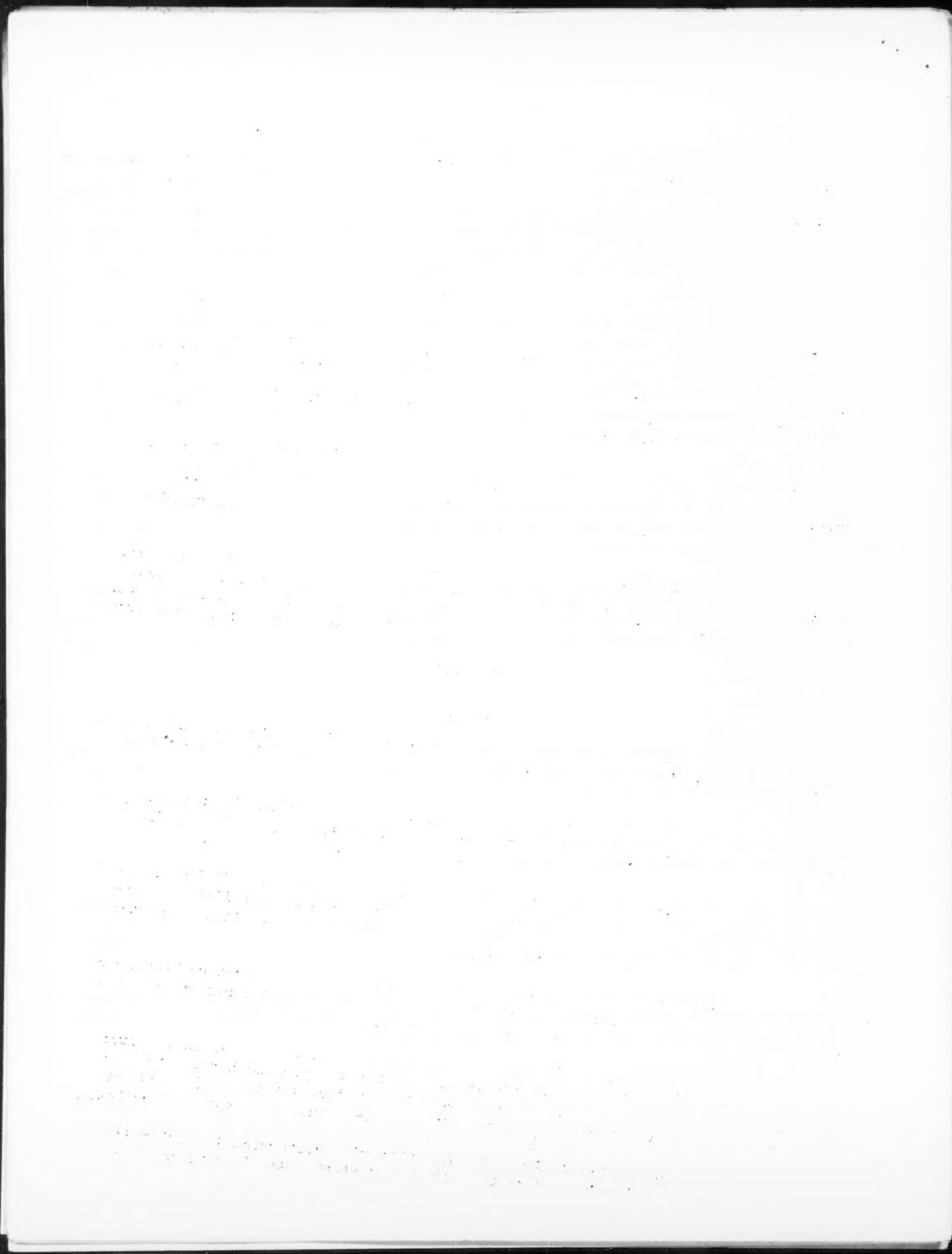
3. The annual subscription of Affiliates, except Student Affiliates, shall be one dollar over and above the subscription required of such Affiliates by the American Psychological Association. No additional assessment of Affiliates shall be made, except by amendment of this By-Law.

4. The Executive Committee, on recommendation of the Secretary-Treasurer, shall prepare an annual budget of anticipated income and expenditures which shall be presented for the approval of the members at the annual meeting.

5. Disbursements of the funds of the Division shall be made as follows:

(a) Disbursements of any amount and for any purpose harmonious with the objects of the Division may be authorized by a majority vote of the members present and voting at an annual meeting, or by a mail ballot of the members taken on recommendation of the Executive Committee.

(b) The Executive Committee may authorize disbursements within the amount of the approved budget, that are not inconsistent with the By-Laws of the



Division or of the Association or with the recorded actions of the membership. This shall include the disbursement of unexpended balances.

(c) Routine items of expense specifically included in the budget shall be paid by the Secretary-Treasurer upon the approval of the voucher by the Divisional President.

6. The Secretary-Treasurer is hereby authorized to sign checks on behalf of the Division for the disbursement of funds duly approved under the provisions of Section 5 of this Article. In the event of the incapacity of the Secretary-Treasurer, the Divisional President-Elect is hereby authorized to sign checks on behalf of the Division under the same conditions. All financial documents, other than checks, approved by the members or by the Executive Committee in accordance with these By-Laws, shall be signed by the Divisional President and the Secretary-Treasurer.

Article IX

Amendments

1. An amendment to these By-Laws may be proposed by the Executive Committee, or by a petition of fifty members presented to the Executive Committee, or by a motion passed by a majority of those present and voting at an annual meeting.

2. After an amendment has been proposed, it shall be mailed to the last known post office address of each member, or shall be published in the official journal of the American Psychological Association.

3. An amendment may be adopted by either of the following procedures:

(a) By a two-thirds vote of the members present and voting at an annual meeting held not less than one month after the mailing or publication of the proposed amendment, or

(b) By a majority vote of the members on a mail ballot which shall close not less than one month after the mailing or publication of the proposed amendment.